

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350

SECNAVINST 1306.2C
Op-132F4
22 April 1980

SECNAV INSTRUCTION 1306.2C

From: Secretary of the Navy
To: All Ships and Stations

Subj: Utilization of enlisted personnel on personal staffs

Ref: (a) 10 USC 7579(a)
(b) DOD Directive 1315.9 of 21 June 1976

1. Purpose. To prescribe policies and promulgate guidance concerning the utilization of enlisted personnel assigned to duty in public quarters and on the personal staff of officers of the Navy and of the Marine Corps. (Enlisted personnel so assigned are hereinafter referred to as enlisted aides). This is a complete revision.

2. Cancellation. SECNAV Instruction 1306.2B.

3. Applicability. This directive is applicable to the Department of the Navy (DON) on a continuing basis and to the Coast Guard when operating as a service in the DON.

4. Background. Utilization of enlisted members in a service capacity in public quarters is authorized in law by reference (a). Reference (b) establishes Department of Defense (DOD) policy governing the utilization of enlisted aides. In accordance with reference (b), enlisted aides are authorized for the purpose of relieving flag and general officers of those minor tasks and details which if performed by the officer would be at the expense of his primary military and official duties. Authorized enlisted aide duties are those which relate to the military and official responsibilities of those officers with enlisted aides assigned, including assistance in discharging official DOD social responsibilities which inhere in certain flag and general officer positions. The propriety of such duties is governed by the official purpose served rather than the nature of the duties.

5. Policy

a. All enlisted personnel assigned to enlisted-aide duty shall be volunteers for such duty and may only

be so assigned by the Commander, Naval Military Personnel Command or the Commandant of the Marine Corps. To terminate voluntary status as an enlisted aide, a member must forward a request for reassignment to the Commander, Naval Military Personnel Command or the Commandant of the Marine Corps, as appropriate. Such requests will be honored without delay.

b. Responsibility for the supervision, direction, and performance of duty of enlisted aides lies solely with the officer authorized the enlisted aide services. Such responsibility shall not be delegated in any way to dependents or other persons not directly in the officer's immediate command. Enlisted personnel having questions concerning their relations with dependents or others in public quarters should seek guidance directly from their assigned officer, who will resolve any such questions within a strict interpretation of this instruction.

c. Quarters' personnel will not be assigned duties on Sundays or holidays, except when official functions as defined herein are scheduled on those days. The Chief of Naval Operations and the Commandant of the Marine Corps are authorized to grant exceptions to this requirement when the needs of the service dictate. Further, sound personnel management practices suggest that quarters personnel be provided the same consistency in their working hours and advance notification of necessary deviations therefrom, as are other enlisted personnel. Except in unusual circumstances, normal duty hours for personnel or personal staffs serving in public quarters must not be allowed to exceed the norm for other enlisted personnel of the command. Since enlisted aides may be required to assist the senior officer during normal off-duty hours, special liberty as compensation for significant periods of unusually extensive working hours should be provided. In this connection, the senior officer is encouraged to use those brief intervals when he is not in residence, such as during short periods of TAD, to grant compensatory special liberty or earned leave.

d. Under the applicable statutes and the relevant case cited in reference (b), no officer may utilize an enlisted member as a servant for duties which have no

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reasonable connection with the officer's official duties or which contribute solely to the personal benefit of individual officers or their families. Examples of duties in this category include but are not limited to:

- (1) Any form of pet care including feeding.
- (2) Any form of infant or child care.
- (3) Groundskeeping other than mowing, watering and general yard policing.
- (4) Operation, care, maintenance or cleaning of any privately-owned vehicle.
- (5) Maintaining of privately-owned recreational or sporting equipment, except in connection with the use of such equipment for official purposes.
- (6) Any personal services solely for the benefit of or at the direction of dependents or unofficial guests including:
 - (a) Any driving, shopping or private errands.
 - (b) Laundry services.

e. In accordance with guidance contained in reference (b) and in connection with military and official functions and duties, enlisted aides may be utilized to assist with the care, cleanliness and order of assigned quarters. Specific duties may include:

- (1) Purchasing, preparing and serving food and beverages.
- (2) Planning, preparation and conduct of official functions.

(3) Maintenance of military uniforms and military personal equipment.

(4) Performance of duties necessary to the upkeep and maintenance of assigned quarters.

(5) Performance of duties necessary to the security and police of assigned quarters during extended absences of the officer, such as deployments or extended operations in the field.

(6) Performance as point of contact in the officer's quarters, answering the telephone, maintaining telephone call records, making appointments and receiving guests and visitors.

(7) Performance of tasks which aid the officer in the performance of his military and official responsibilities, such as the driving of official vehicles for official purposes, performing errands for the officer and providing administrative assistance.

f. Nothing contained in this directive precludes the employment of off-duty enlisted personnel by officers on a voluntary paid basis. Payment shall be reasonable and commensurate with services rendered.

6. Action. Implementation of the requirements of this instruction demands discriminating judgement on the part of all officers of the Navy and Marine Corps associated with enlisted aides. Full compliance with both the letter and spirit of the guidelines delineated herein is imperative. The Inspectors General of the Navy and Marine Corps will incorporate a specific review of compliance with the provision of this instruction in all command inspections.

ROBERT J. MURRAY
Acting Secretary of the Navy

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